

## CHAPTER 2 – GENERAL OPERATING RULES

**2-1. General.** To ensure the safe and efficient conduct of CAP flight activities, it is necessary to establish certain general operating rules, policies, and procedures. The following apply to all CAP flight activities:

- a. CAP aircraft may be used only for an official CAP purpose.
- b. Smoking is prohibited on CAP aircraft at all times.
- c. Only CAP pilots (powered aircraft) or FAA certificated mechanics may start, taxi, or otherwise operate CAP aircraft in ground operations.
- d. All CAP corporate aircraft (except gliders) shall carry a functional fire extinguisher.
- e. All occupants shall wear seat belts at all times.
- f. All occupants shall wear shoulder harnesses (if installed) anytime the aircraft is operated within 1,000 feet of the surface.
- g. An FAA flight plan shall be filed, prior to takeoff for all cross-country flights of more than 50 nautical miles distance, except those flights where a CAPF 84, *Counterdrug Mission Flight Plan/Briefing Form*, or CAPF 104, *Mission Flight Plan/Briefing Form*, is required.
- h. No more than eight persons, including crew members, are permitted on any CAP aircraft.
- i. On aircraft used for over-water flights (except short durations such as takeoff, approach, and landing) each occupant will wear an individual flotation life vest. The aircraft will also contain inflatable rafts of sufficient number and size to accommodate all occupants and at least one pyrotechnic signaling device. All flotation equipment will meet an FAA Technical Standard Order or be Coast Guard approved.
- j. “Hand propped” starts are prohibited.
- k. Training or flight checks shall only be conducted in aircraft equipped with operable dual controls. Exceptions may be granted in writing by the wing or region commander to accomplish flight checks for a specifically identified member in a member-furnished aircraft, provided the check pilot administering the flight check determines it can be safely accomplished.
- l. No charge may be made for any ground or flight training or flight checks accomplished in accordance with this regulation, except that designated pilot examiners may charge their customary fee when conducting a practical test for issuance of a FAA pilot certificate or rating.
- m. The limitations, procedures, performance data, etc., contained in the appropriate aircraft operating publications (*Airplane Flight Manual*, *Pilot’s Operating Handbook*, *Flight Handbook*, *Owner’s Manual*, *Information Manual*, checklists, etc.) shall be adhered to while operating CAP aircraft. All aircraft checklists will be in accordance with the appropriate FAA approved *Pilot Operating Handbook*, *Aircraft Owners Manual* or any other FAA approved checklists. Checklist use is mandatory in CAP aircraft.
- n. Individuals holding an FAA recreational pilot certificate are restricted from being CAPF 5 qualified in CAP aircraft.
- o. Due to Environmental Protection Agency and state guidelines, pilots obtaining fuel samples from the aircraft fuel system shall return the uncontaminated fuel to the fuel tank or place the fuel sample in an approved container provided by the airport operator.

**2-2. Authorized Airfields.** Unless otherwise authorized, CAP aircraft may operate to and from the following:

- a. Civilian airports listed in the current *FAA Airport/Facility Directory*.
- b. Other civilian airfields for which prior written permission has been obtained from both the owner/operator and either the Executive Director, region commander, or wing commander depending on the level of aircraft assignment.
- c. USAF and Other Military Airfields. For official purposes only, CAP aircraft may be authorized to land at USAF and other military airfields, provided there are no adequate civil facilities within reasonable proximity of the requested military airfield. When on an Air Force-directed mission, advance permission must be obtained through the military organization being supported. For other official CAP purposes, landing requests must be obtained through the military organization being supported and the appropriate wing liaison office:
  - 1) Forty-five (45) days in advance for member-furnished aircraft.
  - 2) Five (5) working days in advance for CAP corporate aircraft unless other specific arrangements have been made with a particular military airfield.

**2-3. Required Airworthiness Certificate.** Aircraft used on CAP flight activities must have a current FAA airworthiness certificate. Ultralight, aerolight, hang glider and similar aircraft, autogyros, gyrocopters, helicopters, experimental, primary category, home-built, and single seat powered aircraft (except member furnished glider tow planes) are not authorized for use on any CAP flight activity.

**2-4. Prohibited Uses of CAP Aircraft.** The following uses of CAP aircraft are prohibited:

- a. Personal use.
- b. Acrobatic flight.
- c. Parachuting activities.
- d. Any use requiring a FAA special flight permit (except ferry permits).
- e. Flying in air shows unless authorized in writing by the Executive Director.
- f. Formation flying unless authorized in writing by the region commander or the Executive Director (except low-level route surveys flown with a minimum of one-half mile spacing and wing commander approval).
- g. Dropping of objects unless such action is to prevent loss of life.
- h. Assistance to law enforcement officers, except as provided for in Counterdrug operations directives.
- i. Instruction of cadet student pilots in float, ski, high performance, or complex aircraft for the purpose of obtaining a private pilot certificate.
- j. Instruction of senior member student pilots (unless specifically authorized in writing by the Executive Director). (Training for a glider rating is permitted.)
- k. Instruction by non-CAP member certificated flight instructors.
- l. Cadet student pilot solo flights without a functioning two-way radio (except gliders).
- m. Any activity for hire, lease, rent, profit or reward, except that CAP corporate aircraft may be furnished to CAP-USAFA liaison offices under government contract.

**2-5. Geographical Limits for Flights of CAP Aircraft.** CAP commanders may authorize flights as follows:

- a. Unit commanders may authorize flights to any destination within their wing, and over-water flights up to 25 nautical miles from land (except in Alaska, Hawaii and Puerto Rico Wings where flights to adjacent islands may be authorized).
- b. Wing commanders may authorize flights anywhere within their region or to a wing that is immediately adjacent to their wing. Wing commanders may also authorize over-water flights up to 50 nautical miles from land. All flights beyond 50 nautical miles from land must be approved by the National Operations Center (NOC) (888-211-1812; Fax: 334-953-4242; opscenter@cap.gov).
- c. Region commanders may authorize flights anywhere within their region or to a region adjacent to their region.
- d. The NOC may authorize flights anywhere within the continental United States (and within Alaska, Hawaii and Puerto Rico) and will notify the affected wing and region commanders.
- e. Pilots in Command of flights that will land at an airport beyond the geographical limits of their region (except as approved in 2-5b.) must receive prior approval from the wing and region commander.
- f. The National Commander, National Vice Commander, National Chief of Staff (or CC, CV or CS designees), Executive Director, National Director of Operations (NHQ CAP/DO), and the Congressional Squadron Commander or his/her designee may authorize flights anywhere within the continental United States, Alaska, Hawaii, Puerto Rico, and international flights across US national boundaries. International flights must be coordinated with NHQ CAP/DO prior to the flight. Authority to approve and coordinate flights across adjacent international boundaries is delegated to the Alaska and Puerto Rico Wing Commanders and the Southeast and Pacific Region Commanders.
- g. Flights operating under an MOU approved by NHQ CAP and CAP-USAFA are excluded from the provisions of this section.

**2-6. Authorized Passengers.** The following individuals are authorized to fly aboard CAP aircraft:

- a. Current CAP cadet, senior, AFROTC affiliate, and life member (subject to the following restrictions):
  - 1) During USAFA assigned or CAP corporate missions involving the performance of actual or training emergency services operations, CAP members must be at least 18 years of age and mission qualified (or in mission aircrew training status) to act as pilot, observer, or scanner. Any AFROTC or CAP member may fly aboard CAP aircraft traveling directly to and from a mission base.
  - 2) CAP cadets under 18 years of age may participate in CAP flight activities in the following categories:
    - a) Cadet orientation flights conducted in accordance with appropriate CAP regulations. CAP cadets 18 years of age or older **may not** fly on cadet orientation flights.
    - b) Other flights when approved by the unit commander and the PIC is cadet orientation pilot qualified.
- b. AFROTC cadets who are participating in the CAP/AFROTC Flight Orientation Program.
- c. CAP employees.

d. An employee of a maintenance facility when the flight is required in conjunction with maintenance being accomplished by that facility.

e. International Air Cadet Exchange (IACE) cadets and escorts in the United States participating in the IACE program (flight release IACE flights as a B-16).

f. Any individual approved by a qualified CAP incident commander or unit commander when such action would contribute to saving a life.

g. Prospective buyers IAW paragraph 3-4d.

h. All emergency services workers when required to support an actual emergency services mission.

i. U.S. government employees to include military personnel (active, Reserve, National Guard, and civil service), Drug Enforcement Administration, U.S. Forest Service, Federal Aviation Administration (including FAA designated pilot examiners when conducting flight checks), United States Customs Service, United States Coast Guard, and other federal agencies, are authorized to fly on CAP aircraft while performing official duties in conjunction with the CAP. Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and Attachment 2 for additional details.

j. State, county, and local government officials are authorized to fly aboard CAP aircraft when specifically approved in advance by the CAP National Operations Center (NOC). Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and Attachment 2 for additional details.

k. Other individuals require the following prior approval of HQ CAP-USAF or NHQ CAP:

1) For permission to fly on an Air Force assigned mission ("A" or "B" mission symbol), the request must originate with the wing commander or his/her designated representative, be coordinated through the wing liaison office and CAP-USAF liaison region (LR). The CAP-USAF LR can approve certain requests; however, if HQ CAP-USAF approval is required, the request will arrive at HQ CAP-USAF Director of Operations (XO), no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

2) For corporate missions ("C" mission symbol), the request for approval should be forwarded through the responsible wing and region commanders to arrive at the CAP NHQ NOC no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

l. All non-CAP members eligible to ride aboard CAP aircraft must execute a CAPF 9, *Release (for non-CAP Members)*, prior to the flight. EXCEPTION: Military/Federal employees in the performance of their official duties are not required to execute a CAPF 9. The completed CAPF 9 will be left on the ground in a secure location. The Pilot in Command will notify a responsible CAP person of the location. After completion of the mission, the CAPF 9 will be filed with the mission documents.

m. All passengers must receive a briefing consisting of at least the following items:

- 1) Entry / exit door operations
- 2) Emergency exit / egress procedures
- 3) Use of passenger restraint systems
- 4) Location and use of on-board emergency equipment
- 5) No smoking policy
- 6) Other briefing items determined by the pilot

**2-7. Operations Monthly Activity Report.** Each wing and region shall report all aircraft flying time totals by mission symbol to NHQ CAP/DO using the NHQ CAP On-line Reporting System no later than the 20th of each month. This report shall be prepared and submitted in accordance with instructions provided by NHQ CAP/DO, and shall include all powered flying hours (both member-owned/furnished and corporate aircraft). The primary source document for the monthly activity report is the CAPF 99, *CAP Flight Release Log*; secondary source documents are CAPFs 84 and 104. Corporate aircraft total times may also be obtained from aircraft tachometer or flight log sheets. Glider activity will be reported by number of flights flown under a particular mission symbol and shall be reported by the designated individual (preferably the assigned wing glider program manager) using the on-line CAP Form 18 Flight Hour Reporting system no later than the 20th of each month. The primary source document for glider flights is the aircraft logbook.

**2-8. Pilot Records.** Unit commanders shall maintain a file or record on each active CAP pilot assigned to their unit unless the wing commander decides to centralize records at an alternate location. Pilot records need only be maintained at one location, except check pilot records will be duplicated at the wing Stan/Eval office. Records of wing assigned pilots will be maintained at the wing headquarters. Records of national level pilots will be maintained at the wing or region headquarters most convenient to the pilot's location. For items a-c below, copies obtained from the FAA airman registry web site are acceptable as well as those provided by the pilot. All pilot records shall contain current copies as applicable:

- a. Copy of FAA pilot certificate.
- b. Copy of current FAA CFI certificate.
- c. Copy of current FAA medical certificate.
- d. \* Documentation of currency IAW FAR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed Flight Review may be used to fulfill this requirement.
- e. \* Copies of the most recent CAPFs 5 establishing aircraft qualification in each type in which qualified. Note: Wing or region DOV will retain failed CAPFs 5 and CAPFs 91 for 5 years for trend analysis purposes.
- f. \* A current copy of each completed aircraft questionnaire.
- g. \* Proof of annual CAPF 5 written examination completion.
- h. \* Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*.
- i. Signed Statement of Understanding (attachment 1). (The Statement of Understanding does not need to be accomplished on an annual basis.)
- j. \* Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot, and mission check pilot from the wing or region commander, as appropriate.
- k. \* Copy of a letter or certificate indicating successful completion of the *National Check Pilot Standardization Course*.

**Note:** Items marked with an asterisk (\*) above do not need to be maintained in pilot records once ALL of a wing's pilot records have been entered and properly validated in the Flight Management System (FMS).

**2-9. CAP Membership Cards and Uniforms.** All CAP members shall wear an appropriate CAP uniform and carry proof of current CAP membership when participating in CAP flight activities (This proof may be an actual, photocopy, or facsimile of their current CAP membership card or a copy of the MML or CAP-Watch report). When specified by the requesting agency and authorized by the wing commander, uniforms are not worn on designated Counterdrug flights.

**2-10. Aircraft Mishaps.** Any CAP pilot operating a CAP aircraft who is involved in an aircraft mishap while on a CAP flight activity shall not participate in any CAP flight activity other than a flight home as a passenger following the incident. No other flight participation is authorized pending the results of an investigation into the mishap. CAP pilots who are found to be at fault in an aircraft mishap will have all flight activity privileges suspended, except for wing commander specified remedial action. A CAPF 5/5G, *CAP Pilot Flight Evaluation–Airplane/Glider*, flight check is required prior to resuming participation in CAP flight activities if pilot proficiency is identified as a contributory cause to the mishap. Reinstatement must be approved by the region commander after the results of a formal CAP mishap investigation. CAP pilots and commanders will follow CAPR 62-2, *Mishap Reporting and Investigation*, in the notification, reporting, and investigation of such mishaps.

**2-11. Suspension or Revocation of CAP Flying Privileges.** Commanders have the responsibility for flying safety and compliance with this regulation.

a. Commanders at any level, or CAP incident commanders while in command of an activity, may direct the immediate suspension or revocation of CAP flying privileges of any CAP pilot under their command if, in the judgment of the commander, the pilot's flying is unsafe or the pilot has violated the provisions of this regulation. Such actions shall apply to all CAP flight activities (including passenger or crew member status), irrespective of location. Commanders exercising this authority shall notify the affected pilot in writing within seven days of the date on which that pilot was suspended of the reason(s) this action was taken.

b. Commanders will file a copy of the action with the wing (region) commander and all intermediate commanders within 14 days of the suspension/revocation. Included should be reasons and duration (temporary or permanent) of the action. The wing (region) commander may approve or disapprove the action and if disapproved may reduce or increase the action as deemed appropriate. Copies of the wing (region) commander's final action on any suspension/revocation must be sent to the affected pilot, the immediate commanders, and NHQ CAP/DO within 14 days of such action. The report shall set forth the reasons for and duration of the suspension/revocation.

c. CAP members whose flying privileges are suspended/revoked may seek reconsideration by making written request for a review board within 14 days after being notified of the action of the wing (region) commander. The member shall provide copies of the request to all intermediate levels of command. The request must be directed through channels to the region commander and set forth a detailed statement enumerating all facts and circumstances offered to support reconsideration. The region commander shall appoint a review board consisting of one to three officers who are mission qualified pilots within 14 days of his or her receipt of the request and shall designate one as the chairperson. There is no requirement for a hearing, recorded testimony or application of the rules of evidence. The review board shall conduct its review and make its report and recommendation to the region commander within 21 days. Upon reconsideration, the region commander shall consider, but is not bound by, the recommendation of the review board. The region commander shall notify the CAP member and all intermediate levels of command of his or her decision. The decision of the region commander on reconsideration is final and is not subject to further review or appeal. A request for reconsideration will not interrupt the suspension/revocation. Suspensions or revocations under this provision shall not be subject to review by filing a complaint under CAPR 123-2, *Complaints*.

d. Commanders may require any CAP pilot under their command to complete a special flight check. The commander shall designate the CAP check pilot who will administer the flight check. Pending completion of a directed special flight check and action by the commander as provided in subparagraphs a, b, and c of this section, the individual pilot will be suspended from all flight activities except to train for re-evaluation.

e. CAP pilots who violate CAP flying directives or FARs may have their CAP flying privileges permanently revoked and be subject to loss of CAP membership.

f. Pilots found at fault due to a fuel exhaustion/mismanagement mishap while on a CAP flight activity shall lose their CAP flying privileges permanently.

## **2-12. Assessments for Damage to CAP Corporate Aircraft:**

a. **Assessments.** Wing and region commanders may assess CAP members the cost of repairs as follows:

1) For damage that occurs due to a member's *negligence*, the member may be assessed up to \$500. Negligence is the failure to use such care as a reasonably prudent and careful person would use under similar circumstances. Violation of CAP and/or FAA regulations is negligence if the violation contributes to causing the damage.

2) For damage that occurs due to a member's *gross negligence*, the member may be assessed up to \$5,000. Gross negligence is an act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care. Gross negligence is marked by conduct that presents an unreasonably high degree of risk to others or their property and by a failure to exercise even the slightest care. It is sometimes associated with conscious and willful indifference to others or their property.

3) For damage that occurs due to a member's *willful or intentional misconduct*, upon a finding of willful or intentional misconduct by a wing or region commander, the National Commander may increase a member's assessment beyond \$5,000 after affording the member an opportunity to make a statement and present evidence. This assessment may equal, but not exceed, the total amount of the damages. Willful or intentional misconduct is conduct in which there is a reckless disregard of the probable consequences.

4) In determining if a member's actions constitute negligence, gross negligence, or willful or intentional misconduct, the commander will take into consideration all the facts concerning the incident and any written statement the member provides, as well as CAP and Federal Aviation regulations. The assessment may be made against any CAP member who contributed to causing the loss or damage in proportion to the culpability of that individual. The commander may allow assessments to be paid in installments but shall require payment in full within 1 year. The CAPF 79 must reflect the assessment and method of payment. Proof of payment in full is to be filed in the pilot records file and retained for 5 years.

b. **Appeals.** The member being assessed may appeal in writing to the next level of command, but must do so within 30 days of notification of the imposition of the assessment. The next level commander will appoint a review board consisting of one to three officers who are mission qualified pilots to review the appeal and make a recommendation to that commander. The decisions of the next level commander regarding negligence, gross negligence, and the amount to be assessed are final. The National Commander's decision on a member's assessment beyond \$5,000 for willful or intentional misconduct is final.

**2-13. FAR Exemptions.** CAP has two exemptions granted by the FAA. An exemption to FAR 61.113 allows our pilots to obtain reimbursement as a private pilot and an exemption to FAR 91.501 provides a tool for CAP to comply with specific FAR requirements regarding certain transportation flights. See attachment 2 for details.

**2-14. Corporate Aircraft Information File.** Each wing will establish a standard Aircraft Information File. This file will be onboard the aircraft during all flight operations. As a minimum it should contain:

a. An indexed table of contents

**b.** Safety of Flight Information (Items provided by NHQ, region, wing, group, or unit that are imperative for safe flight operations. Examples: Special aircrew procedures for Cessna 172R/S models; procedures for operating at a particular airfield.)

- c.** A flight log
- d.** Airworthiness status
- e.** Discrepancies and their status
- f.** VOR checks
- g.** Weight and balance information
- h.** A channel index for CAP communication radios
- i.** Current copy of CAPR 60-1
- j.** Appropriate CAP forms
- k.** Mishap notification procedures
- l.** Miscellaneous (unit, wing, region local information)

**2-15. Flight Time and Duty Limitations.** Pilots will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours flight time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the flight activity. At least a 10-hour crew rest period should be provided between duty days. Exceptions to the crew duty day limitation will be considered for life-saving missions only and will be requested by the pilot-in-command through the incident commander to the wing commander. Approval for up to 16 hours crew duty day may be granted by the wing commander only after all appropriate Operational Risk Management (ORM) considerations have been evaluated. The wing commander must advise the region commander of any crew duty day extensions within 24 hours of such action.

**2-16. Crosswind Limitation.** The maximum crosswind limit for operating CAP aircraft is that which is stated in the Pilot Operating Handbook (POH) as the maximum demonstrated crosswind velocity or 15 knots if the POH does not specify a limit.

**2-17. Prohibited Equipment.** The use of night vision devices by the pilot flying CAP aircraft is prohibited. Night vision devices are for use ONLY by scanners and observers who have completed nationally approved training in the use of this equipment. Only nationally approved night vision devices are authorized for use.

**2-18. Emergency Procedures Training Restrictions.** Simulated emergency procedures, except simulated instrument or communications equipment failures, will only be conducted during day, visual meteorological conditions. Simulated forced landings will be discontinued prior to descending below 500 feet above the surface, unless initiated with intent to land at an airfield that complies with paragraph 2-2 of this regulation.

**2-19. Operational Requirements and Restrictions.** The following restrictions will be adhered to by aircrews whenever operating CAP aircraft.

**a. General.**

**1)** The PIC will plan all flights so as to have a minimum of one hour of fuel remaining upon landing (computed at normal POH/AFM cruise fuel consumption. If it becomes evident the aircraft will not have that amount of fuel at its intended destination, the PIC will divert the aircraft to an alternate airport that will ensure this reserve will be maintained.

**2)** IFR flights will not depart unless the weather is at or above landing minimums at the departure airport.

**3)** The minimum flight visibility for VFR flight in Class G airspace will be 3 statute miles unless the PIC is a current and qualified instrument pilot.

**4)** Minimum airspeed will be no lower than the aircraft's published best angle of climb speed except for takeoff, landing, go-arounds, practice stalls, slow flight practice and evaluation, and glider towing.

**5)** Altimeter settings will be updated hourly from the closest source available.

**b. Ground and Taxi Operations.**

**1)** Pilots will maintain adequate clearance from all obstacles during all ground operations. When taxiing within 10 feet of any obstacle, pilots shall bring the aircraft to a complete halt, and then proceed at a pace not to exceed a slow walk until clear of the obstacle.

2) When taxiing maintain at least 50 feet behind light single-engine aircraft. Maintain at least 100 feet behind small multi-engine and jet aircraft, and 500 feet behind taxiing helicopters and large and heavy multi-engine jet or turboprop aircraft.

**c. Altitude and Lateral Distance Restrictions.** The clearance criteria set forth below only apply when the restrictions are greater than those specified in FAR 91.119 and other applicable FARs.

1) VFR operations during daylight hours (FAA definition): Except for takeoff and landing and the exception in paragraph 2-19c4) below, pilots shall maintain a minimum altitude and lateral distance of 1000 feet from the ground, water, or any obstruction. In congested areas the lateral distance increases to 2000 feet.

2) VFR night operations (FAA definition): Except for takeoff and landing or when operating in compliance with ATC direction, pilots shall maintain a minimum altitude and lateral distance of 2000 feet from the ground, water, or any obstruction.

3) Practice of in-flight emergency procedures and maneuvers will be conducted during daylight VMC and, except for simulated forced landings, at an altitude high enough to allow recovery from an inadvertent stall/spin entry. The recovery should be completed at no lower than 1500 feet AGL or the aircraft manufacturer's, FAA, or CAP approved training syllabi recommended altitude, whichever is higher. Simulated forced landings will be discontinued prior to descending below 500 feet above the surface, unless initiated with intent to land at an airfield that complies with paragraph 2-2 of this regulation.

4) Search grids and DR/CD/HLS reconnaissance should be flown at an altitude or flight path not closer than 1000 feet to any terrain or obstruction. Sustained flight between 500 and 1000 ft AGL may only be conducted IAW an operations plan approved through the NOC, with CAP-USAF/XO approval for AFAMs. The IC or designee will designate and brief the minimum search altitudes for each mission prior to launching any aircraft sortie. Altitude selection will be based on compliance with the minimum safe altitudes set forth in FAR 91.119, Operational Risk Management criteria, the search environment, and the mission objective. During actual or training SAR/DR operations, pilots may only descend below the designated search altitude to verify potential crash sites or the presence of survivors, to prevent loss of life, property, or human suffering, provided such descent is accomplished IAW FAR 91.119. At no time will the pilot allow the aircraft to come within 500 feet of terrain or obstructions. Prior to descent below the designated search altitude, the PIC will evaluate terrain, winds, turbulence, and obstructions to determine the best flight path to conduct a controlled descent and low altitude reconnaissance. The low altitude reconnaissance will be conducted along a short, planned flight path based on the PIC's evaluation and should provide the observer or scanner the best view of the area of interest. The low altitude reconnaissance will not include sustained maneuvering below the designated search altitude. Once the area of interest has been evaluated, the objective verified, or upon reaching the end of the planned low altitude reconnaissance path, the aircraft will return to the minimum search altitude specified by the IC and will not descend again except to evaluate new potential sightings or areas of interest.

**2-20. Over-water Operations and Reconnaissance.** CAP over-water missions require extra caution. For the purpose of this regulation, over-water operations are defined as any flight event conducted outside normal power off gliding distance of land. The reconnaissance phase of the mission will be flown IAW paragraph 2-19c(3) above. The confirmation phase will be flown no lower than 500 feet above the surface of the water. Flights are limited to within 50 nm of shore except for special operational missions approved by the NOC. On over-water flights (except short duration, such as takeoff and landing) each occupant will wear a U.S. Coast Guard or Department of Defense (DoD) approved individual flotation device. The aircraft will contain inflatable rafts of sufficient number and size to accommodate all occupants and will contain at least one pyrotechnic signaling device. Constant wear anti-exposure suits will be worn by crew members on any preplanned over-water flight when the water temperature is 60F or less. The wing commander may waive the requirement to wear the anti-exposure suit after reviewing appropriate risk management considerations such as the distance from land that the aircraft is required to operate. Any time an aircraft is operating outside gliding distance of land and out of radio range of a land-based agency that can provide flight following, an airborne communications relay platform must be used. During night over-water operations, both front-seat crew members must be CAP qualified mission pilots and both will be instrument qualified and current. The right-seat pilot need not be qualified in that specific aircraft.

### CHAPTER 3 – PILOT QUALIFICATIONS AND REQUIREMENTS

**3-1. General.** This chapter prescribes aircrew qualifications and requirements to fly CAP aircraft.

**3-2. Pilot Qualifications.**

**a. CAP Cadet Pre-Solo Pilot.** The following basic requirements must be met to be qualified as a CAP cadet pre-solo pilot. This qualification may only be earned at an organized wing or higher-level flight encampment/academy.

1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).

2) Have received the required instruction from a CAP certificated flight instructor/-glider (CFI/CFIG), at a wing level or higher flight encampment/academy and have a written record documenting instruction of all items of FAR 61.87, in the appropriate aircraft.

3) Complete a pre-solo qualification flight as described in paragraph 1-6 of this regulation.

**b. CAP Solo Pilot.** The following basic requirements must be met to be qualified as a CAP solo pilot in CAP aircraft:

1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).

2) Possess a valid FAA student pilot certificate.

3) Possess a valid, current medical certificate (not required for gliders or balloons).

4) Have received the required instruction from an FAA authorized flight instructor (CFI/CFIG), have a written record documenting instruction, for the appropriate aircraft, in accordance with FAR 61.87, and possess a current solo endorsement IAW FARs from a CAP instructor pilot.

5) CAP glider student pilots will have a minimum of thirty (30) dual instruction training flights and a properly documented logbook/training record ensuring all required areas of FAR 61.87, *Solo Requirements for Student Pilots*, are met prior to initial solo. First time, wing level or higher, glider encampment/academy students are restricted to CAP cadet pre-solo pilot qualification only.

**c. CAP Pilot.** The following basic requirements must be met to be qualified as a CAP pilot in CAP aircraft:

1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).

2) Possess a valid FAA private, commercial, or airline transport pilot certificate.

3) Possess a class III or higher medical certificate (not required for gliders).

4) Possess a current flight review IAW FAR 61.56.

5) Satisfactorily complete a CAPF 5 flight check in an aircraft (in an appropriate group) within the preceding 12 months.

6) Complete an annual CAPF 5 written examination and annual aircraft questionnaires (attachments 3 and 4) for each aircraft authorized to fly.

**d. Instructor Pilot.** The following requirements must be met to be qualified as a CAP instructor pilot in CAP aircraft.

1) Be an active CAP pilot at least 18 years of age.

2) Possess a current FAA certificated flight instructor certificate.

3) Be CAP current and qualified in the aircraft type.

4) Possess a class III or higher medical certificate (not required for gliders).

5) Be designated in writing by the present Executive Director, region or wing commander, or their designee.

**e. Check Pilot.** The following requirements must be met to be designated as a CAP check pilot:

1) Be an active CAP pilot at least 18 years of age.

2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).

3) Possess a current FAA CFI certificate for the appropriate category of aircraft. (In unusual situations, a written waiver to the CFI requirement may be granted by the appropriate region commander.)

4) Satisfactorily complete the *National Check Pilot Standardization Course (NCPSC)* prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing Stan/Eval officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing Stan/Eval officer. Course length and check ride completion standards are stipulated by the current NCPSC. Successful completion of the NCPSC authorizes the graduate to wear the National Check Pilot Patch. The patch may be worn as an optional patch on the flight uniform.

5) Be current and qualified in at least the aircraft group used for any flight check. Individuals who do not possess a current medical certificate and cannot maintain currency in group may function as a CAP check pilot as long as they are approved in writing by the region/wing commander, can show prior currency in CAP aircraft within the group aircraft in which they will be administering check flights, and are not the pilot-in-command of the flight activity.

6) Be designated in writing as a check pilot by the present Executive Director, region or wing commander, or their designee.

**f. Cadet Orientation Pilot.** The following requirements must be met to be designated as a cadet orientation pilot:

- 1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).
- 2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.
- 3) CAP glider pilots must have one of the following:
  - a) A minimum of 50 hours PIC in gliders.
  - b) A minimum of 100 flights as PIC of a glider.
  - c) A minimum of 50 flights in the past 12 months as PIC of a glider.
  - d) Be a current CFG.
- 4) Satisfactorily demonstrate a thorough knowledge of the cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.
- 5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander, or their designee.
- 6) Overseas cadet units may use military aero club aircraft and pilots to administer cadet orientation rides IAW the cadet orientation flight program syllabus. Military aero club pilots will comply with paragraph 3-2e2) of this regulation and be thoroughly familiar with the cadet orientation flight program syllabus.

**g. Search and Rescue/Disaster Relief Mission Pilot.** Qualified IAW current CAP regulations.

**h. Mission Check Pilot.** The following requirements must be met to be qualified as a CAP mission check pilot in CAP aircraft.

- 1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.
- 2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9a of this regulation. This check is valid for 24 months through the end of the month in which it was taken.
- 3) Be designated in writing by the present Executive Director, region or wing commander, or their designee.

**3-3. Pilot Aircraft Qualification Requirements.** The following qualification requirements must be met to operate the indicated aircraft as PIC on CAP flight activities. Certificate and flight experience requirements do not apply to student pilots under the supervision of a CAP instructor.

**a. Single Engine.** For single-engine aircraft:

- 1) Possess a valid FAA private, commercial, or airline transport pilot certificate including an airplane category and single-engine class rating.
- 2) For aircraft with conventional (tail wheel) landing gear, have a minimum of 25 hours PIC (50 hours for DHC-2) time and 50 takeoffs and landings in tail wheel aircraft.
- 3) For high-performance aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in high-performance aircraft.
- 4) For complex aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in complex aircraft.

**b. Multi-Engine.** For multi-engine aircraft:

- 1) Possess a valid FAA private, commercial, or airline transport pilot certificate including an airplane category and multi-engine class rating.
- 2) Have a minimum of 250 hours total PIC time.
- 3) Have at least 50 hours PIC time and 50 takeoffs and landings in multi-engine aircraft.

**c. Gliders.** For gliders:

- 1) Possess a valid FAA private or commercial certificate with a glider rating.
- 2) Be authorized for the launch method (aero tow or ground tow) used.
- 3) Have a minimum of 5 total PIC hours or 10 flights as PIC in gliders.

**d. Balloons.** See paragraph 1-3c of this regulation.

**3-4. Pilot-in-Command Requirements.**

**a. General.** Individuals must meet the following general requirements to be PIC of any CAP aircraft. Additional requirements are applicable to check pilots, USAF assigned missions, emergency services operations, and flights carrying cadet passengers.

- 1) Be an active CAP pilot, CAP cadet solo pilot, or a CAP glider student pilot under the supervision of a CAP glider instructor pilot.
- 2) To carry passengers be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial, or airline transport pilot certificate.
- 3) Meet all applicable FAR requirements for the flight to be conducted.
- 4) Have on file a signed copy of the Statement of Understanding dated 1 January 1992 or later (attachment 1).

**b. Air Force Assigned Missions and Emergency Services Operations.** In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on USAF assigned reimbursable missions and during emergency services operations.

- 1) Be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial, or airline transport pilot certificate.
- 2) Be a current and qualified SAR/DR; CD or transport mission pilot; or in formal training under CAPR 60-3, *CAP Emergency Services Training and Operational Missions*, and possess at least a CAPF 101T as a mission pilot trainee.

**c. Cadet Orientation Flights and Other Flights Carrying Cadets.** In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on cadet orientation flights or other flights carrying cadets.

- 1) For CAP and AFROTC cadet orientation flights, meet the requirements for cadet orientation pilots specified in paragraph 3-2f.
- 2) For other flights of CAP cadets, when approved by the unit commander, the pilot must be a current CAP cadet orientation pilot.
- 3) For transportation of CAP cadets directly to and from a USAF assigned reimbursable mission, be a current and qualified SAR/DR or transport mission pilot.

**d. Prospective Buyer.** When approved by NHQ CAP/DO, a non-CAP member pilot who is a prospective buyer may fly as a passenger on CAP corporate aircraft for the purposes of aircraft evaluation.

**3-5. CAPF 5 Flight Checks.** All CAP pilots, except CAP cadet student pilots or CAP glider student pilots under the supervision of a CAP instructor, must satisfactorily complete required CAPF 5 flight checks. The minimum level of proficiency acceptable is that contained in the current FAA Pilot Practical Test Standards for the certificate being exercised. For CAP instructor/check pilots, the minimum level of proficiency acceptable is that contained in the current FAA Flight Instructor and Commercial Pilot Practical Test Standards. CAPF 5 flight checks shall be administered and accomplished in accordance with the guidelines contained in attachment 5. Whenever possible, the check pilot **will not** be the PIC. All CAP flight checks, except mission flight checks (attachment 6), are valid for 12 months, through the end of the month in which it was taken. Applicants for a CAP pilot flight check must provide proof of FAA passenger carrying proficiency [as stated in FAR 61.57(a)(1)] in category and class prior to beginning a CAP flight check.

**a.** An initial CAPF 5 flight check administered by a CAP check pilot must be satisfactorily completed prior to designation of a CAP member as a CAP pilot.

b. All CAP pilots must complete an initial CAPF 5 flight check in each aircraft type flown.

c. All CAP pilots must satisfactorily complete an annual flight check administered by a CAP check pilot in each applicable aircraft group. An annual flight check with the same CAP check pilot two years in a row is discouraged. An annual flight check with the same CAP check pilot more than two years in a row requires Wing Commander written approval. A flight check administered by a FAA inspector, designated check airman, designated pilot examiner, or CAP-USAF flight examiner is acceptable provided the individual administering the flight check completes and signs the CAPF 5 and the CAP specific items are verbally covered by an authorized CAP check pilot who also signs the CAPF 5. A flight check accomplished in an aircraft in groups 2, 3, or 4 of Table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of Table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

d. CAP check pilots must satisfactorily complete an annual CAPF 5 flight check administered by an FAA inspector, designated pilot examiner authorized to administer CFI flight check, CAP-USAF flight examiner, CAP check pilot designated by the national, region, or wing commander to administer check pilot flight checks, or in conjunction with the *National Check Pilot Standardization Course* in each applicable aircraft group. A flight check accomplished in an aircraft in groups 2, 3, or 4 of Table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of Table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

e. All CAP pilots who hold an instrument rating or Airline Transport Pilot (ATP) certificate and desire to exercise instrument privileges on CAP flight activities shall demonstrate instrument proficiency by satisfactory accomplishment of at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach from section XIV of CAPF 5. Additional items contained in section XIV may be required at the discretion of the check pilot administering the flight check. Pilots desiring to exercise instrument privileges in multi-engine aircraft shall demonstrate instrument proficiency in a multi-engine aircraft, including an instrument approach with one engine simulated inoperative. An FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check may satisfy the requirement.

f. NHQ CAP/DOV will publish an annual CAPF 5 written examination. The exam will be taken from current FAA material and this regulation. Minimum passing score is 80%. The pilot being evaluated should obtain and complete the test prior to the scheduled flight check date so the examination can be graded and presented at the time of the flight check. All CAP pilots shall satisfactorily accomplish the CAPF 5 written examination once per year as a part of their annual flight check. (The written examination is not required on subsequent CAPF 5 flight checks, such as an initial aircraft check, if it has been satisfactorily completed during the preceding 12 months.)

g. An aircraft questionnaire (attachments 3 and 4) for each aircraft within a specific aircraft category a CAP pilot is authorized to fly will be accomplished annually in conjunction with the annual standardization flight evaluation and presented to the check pilot at the time of the check ride. Other evaluations require a completed aircraft questionnaire for the aircraft used during the evaluation.

h. All CAPF 5 flight checks shall include a minimum of three (including soft and short field procedures) takeoffs and landings. If conditions are appropriate, at least one crosswind landing must be demonstrated. CAP pilots who operate amphibious, float, or ski equipped aircraft must satisfactorily demonstrate water or ski operations, including a minimum of three water or ski takeoffs and landings.

i. Members wishing to take a CAPF 5 flight evaluation in a wing other than his/her assigned wing will obtain approval from the member's assigned wing standardization and evaluation officer.

j. Wing commander's may require re-evaluation of CAP pilots transferring into their respective wings.

**3-6. CAP Pilot Flight Training Leading to an Additional Airman Rating or Certificate.** Senior and cadet members may receive flight instruction from CAP instructors in CAP aircraft as follows:

a. CAP cadets up to 21 years of age may receive flight instruction from a CAP flight instructor leading to an airman certificate or rating, including authorized cadet solo flights and accomplishment of required practical test.

b. CAP pilots who have been an active member of CAP for at least 1 year, are authorized to receive flight training leading to the addition of an instrument rating on an existing private or commercial pilot certificate when his training has been approved by the wing (or region) commander and is conducted in CAP corporate aircraft. (Use mission symbol C17.)

c. CAP senior member mission pilots are authorized flight training leading to an instrument rating. (Use mission symbol C17.)

d. CAP senior member mission pilots are authorized flight training leading to an airman rating or certificate (commercial, certificated flight instructor, or certificated flight instructor instrument). (Use mission symbol C17.)

e. CAP senior members are authorized flight training in gliders by CAP CFGs leading to a glider rating. This training must be approved in writing by the wing commander. This approval **does not allow** instruction of senior member student pilots in powered aircraft. (Use mission symbol C17.)

f. Non-pilot CAP senior member airplane flight training is not authorized unless requested in writing and approved by the Executive Director.

**3-7. Standardization and Evaluation Program.** The Stan/Eval Program is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the wing and squadron Stan/Eval officer, ensuring front-line compliance with program objectives and protection of CAP resources. A Stan/Eval officer must be a CAP check pilot. The Stan/Eval officer position description is as published in CAPR 20-1, *Organization of Civil Air Patrol*.

a. **NHQ CAP.** The director of operations sets the policy and serves as a guide for conducting the CAP Stan/Eval Program. The Headquarters chief of standardization and evaluation (NHQ CAP/DOV) is the office of primary responsibility (OPR) for:

- 1) Review and maintenance of CAPR 60-1.
- 2) Monitoring of NHQ CAP programs to ensure policies and guidance set by NHQ CAP are adequate.
- 3) Publication of the annual CAPF 5 examination.
- 4) Assisting region/wing standardization and evaluation officers in the implementation and operation of Standardization and Evaluation programs.

b. **CAP Region/Wing.** The region/wing commander shall establish plans, policies, and procedures necessary to conduct a region/wing Stan/Eval Program. The region/wing Stan/Eval officer will:

- 1) Implement and administer a Check Pilot (including mission check pilot) Program.
- 2) Conduct evaluations of wing/squadron check pilots to identify program trends and on request report those trends to CAP-USA/XOV and NHQ CAP/DOV for overall trend analysis.
- 3) Appoint, with the wing commander's concurrence, a limited number of highly qualified check pilots to assist in the implementation of the wing standardization and evaluation program.
- 4) Assist subordinate Stan/Eval officers in the implementation of Stan/Eval Programs.

**3-8. Proficiency Requirements for CAP Pilots.** Pilots are encouraged to maintain currency and proficiency by accomplishing a self-conducted proficiency flight as described in attachment 7 at least once every 90 days (C17 mission symbol).

**3-9. Requirements for CAP Mission Check Pilots and CAP Mission Pilots.**

a. All mission check pilots must be CAP members and current and qualified SAR/DR mission pilots. To qualify as a mission check pilot, CAP SAR/DR pilots must have a minimum of 25 mission sorties (actual and/or training), satisfactorily complete the *National Check Pilot Standardization Course* (CAP mission check pilots qualified prior to 10 August 2001 are exempt until the next wing scheduled NCPSC), and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*. A mission check pilot authorized by the wing commander to administer mission check pilot check rides shall give this check ride. During the check ride, candidates will be required to demonstrate their ability to perform and evaluate all applicable areas of the CAPF 91 (may be concurrent with the biennial mission pilot check). Mission check pilots need not be FAA CFIs, but should be appointed based upon their knowledge of CAP mission pilot procedures, ability to determine qualifications of CAP mission pilots, and ability to properly administer mission pilot flight checks.

b. SAR/DR/CD mission pilots are authorized 4 hours of proficiency flight training per calendar month under AF assigned non-reimbursed mission status. These flights should be released using a B-12 mission symbol and flown IAW attachment 9.

c. SAR/DR/CD mission pilots must accomplish a CAPF 91, *CAP Mission Pilot Checkout*, every 24 months, through the end of the month that the evaluation was taken.

**TABLE 3-1. AIRCRAFT GROUPS**

<p><b>GROUP 1</b></p> <p>Single engine, tricycle landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller, fixed landing gear.</p>	<p><b>GROUP 2</b></p> <p>High performance, single engine tricycle landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, controllable pitch propeller, or retractable landing gear.</p>
<p><b>GROUP 3</b></p> <p>Single engine, conventional landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller fixed landing gear.</p>	<p><b>GROUP 4</b></p> <p>High performance, single engine conventional landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, or controllable pitch propeller, or retractable landing gear.</p>
<p><b>GROUP 5</b></p> <p>All water capable airplanes (amphibious or floats).</p>	<p><b>GROUP 6</b></p> <p>All multi-engine airplanes.</p>
<p><b>GROUP 7</b></p> <p>All gliders.</p>	

**Notes:**

1. Groupings are applicable to all CAP aircraft (member owned or CAP corporate).
2. An aircraft falls within the highest group for which any of the criteria contained in a group applies.
3. For the purposes of CAPF 5 flight checks, aircraft on the same line below are considered equivalent (an initial flight check in any one of the aircraft on a line satisfies initial flight check requirements for all aircraft on the same line):

T-41 (145 hp, 180 hp fixed pitch), C-172 (145 hp, 150 hp, 160 hp, 180 hp fixed pitch)

T-41 (180 hp constant speed), C-172XP, C-172 (180 hp constant speed), C-175

T-41B (210 hp constant speed), C-182

C-150, C-152

C-R182, C-R172

C-205, C-206, C-207

PA28-140, PA28-160, PA28-161, PA28-180, PA28-181

PA28R-200, PA28R-201, PA28R-180

PA28-235, PA28-236

PA32-300, PA32-301, PA32-260

Kachina 2150, 2180

Mooney M20, M21

T-34A, T-34B

BE33, BE35

AA5, AA5A, AA5B

SGS 2-33, SGS 2-22

Schleicher K-7, K-13